

MINUTES OF THE WORK SESSION OF THE CITY COUNCIL OF THE CITY OF COTTONWOOD, ARIZONA, HELD DECEMBER 8, 2009, AT 6 P.M., AT THE CITY COUNCIL CHAMBERS BUILDING, 826 NORTH MAIN STREET, COTTONWOOD, ARIZONA.

CALL TO ORDER AND ROLL CALL

Council Member Pratt called the work session to order at 6:00 p.m. Roll call was taken as follows:

COUNCIL MEMBERS PRESENT

Tim Elinski, Council Member
Duane Kirby, Council Member
Linda Norman, Council Member
Terence Pratt, Council Member
Darold Smith, Council Member

COUNCIL MEMBER ABSENT

Diane Joens, Mayor
Karen Pfeifer, Vice Mayor

STAFF MEMBERS PRESENT

Doug Bartosh, City Manager
George Gehlert, Community Development Director
Richard Faust, Parks & Recreation Director
Kyla Allen, Executive Assistant to the City Manager

Steve Horton, City Attorney
Shirley Scott, C.A.T. Manager
Jon Rolph, VISTA Volunteer
Richard Smith, Deputy Clerk

LEGISLATIVE UPDATE BY REPRESENTATIVE LUCY MASON

Council Member Pratt stated Representative Mason had notified the Council she was unable to attend this meeting.

ITEMS FOR DISCUSSION, DELIBERATION AND POSSIBLE DIRECTION TO STAFF:

PRESENTATION BY COORDINATORS FROM THE STATE HISTORIC PRESERVATION OFFICE REGARDING THE CERTIFIED LOCAL GOVERNMENT PROGRAM FOR PRESERVATION OF HISTORIC PROPERTIES & DIRECTION TO STAFF REGARDING THE DEVELOPMENT OF A HISTORIC PRESERVATION COMMISSION

Mr. Rolph gave a PowerPoint presentation and stated one reason for the creation of a certified local government commission for historic preservation was to promote historic preservation at the grass roots level. Every state had an Office of Historic Preservation which provided assistance to local communities concerning historic properties, sites, and structures. Assistance included identification, evaluation, protection, and enhancement of such properties by means of surveys, nominations, education, technical assistance and the obtaining of grant funding for rehabilitation and restoration of properties listed on the National Register of Historic Places.

In order to be eligible for such assistance it was necessary to enforce state or local legislation governing historic properties, to establish and maintain a qualified historic preservation committee, provide for public participation, and maintain a system for surveying and inventorying historic properties in coordination with the State Historic Preservation Office.

A resource inventory prepared by consultants in 1985 identified 14 buildings of outstanding architectural value in Cottonwood, 70 others that met the age criterion, as well as 26 others of sufficient age which had been altered in such a manner as to compromise their historic integrity. Some had since been lost. Currently there were 10 structures that should qualify for nomination on the National Register of Historic Places list.

The report recommended designating a Historic Preservation Commission, nominating properties to listing on the National Register of Historic Places, developing a local preservation ordinance, receiving a certified designation, and implementing accepted concepts for preservation.

Council Members Pratt and Elinski expressed their support for such a program and noted that current staff could be utilized for such purposes.

Council Member Kirby stated that there was the likelihood that city funds would be required at some point, either as matching funds, for consultants, or other purposes, and if the city was serious about pursuing this matter it should be prepared to back it financially.

Council Member Pratt asked for comments from the public, and there were none.

The Council's direction was for the interested parties to go ahead and form a committee as the initial step in pursuing this further.

ESTABLISHMENT OF AN OWNER-OCCUPIED HOUSING REHABILITATION PROGRAM FOR THE CITY

Mr. Rolph gave a PowerPoint presentation and stated one of the goals in the city's housing element of its General Plan was the revitalization of older neighborhoods, particularly Old Town and Mingus & Main. Addressing this issue would be facilitated by the creation of an owner-occupied housing rehabilitation program which would assist low income and very low income residents to upgrade their living conditions. The benefit to the city would be the preservation of quality and appearance of housing in poorer neighborhoods. Funding would come from the state.

Eligibility would be determined first by income, which could not exceed 80 percent of the area median income (AMI), or \$53,000 for a family of four. Preference would be given to those at or below 60 percent of AMI, the elderly, disabled, and families with children under the age of 18. Properties must be located within the city limits, occupied by the owner for at least 12 months, be the applicant's sole residence, and be free of all encumbrances except

for mortgages held by a financial institution. Mortgage, utility and insurance payments must be current.

Assistance would be in the form of non-interest bearing loans, forgivable at a proportional rate based on the investment amount, ranging from five years for \$15,000 or less to 30 years for \$40,000 or more. Should the owner cease to occupy the residence prior to the end of the forgiveness period, the unforgiven balance would have to be repaid by the owner.

There would be various administrative functions which would need to be conducted, some of which could be done by staff. Others could be contracted with a professional service provider such as NACOG. They would assist with developing guidelines, forms, marketing, eligibility, etc. There would also be a need to deal with contractors and conduct inspections and complete necessary write-ups. Funding would be made available from ADOH, the State Housing Fund while matching funds would be expected to come from banks and other financial institutions.

Council Member Pratt stated this was a no brainer and we already had a good working relationship with NACOG.

Council Member Pratt asked for comments from the public, and there were none.

The Council's consensus was for staff to go ahead with the creation of a program and present it to the Council for consideration at a future meeting.

TRANSITION OF COTTONWOOD AREA TRANSIT (CAT) TO THE MANAGEMENT OF NORTHERN ARIZONA INTERGOVERNMENTAL TRANSPORTATION AUTHORITY (NAIPTA)

Mr. Jeff Mielbeck, General Director of the Northern Arizona Intergovernmental Transportation Authority (NAIPTA), gave a PowerPoint presentation and stated since the initial involvement of the Cottonwood Area Transit (CAT) with NAIPTA, consensus had been that CAT would eventually be fully managed by NAIPTA. This transition was now anticipated to occur in July 2010. Coordination of the transit systems in Flagstaff, Sedona, and Cottonwood and the development of new service line had been a direct result of participation with NAIPTA.

The transition would involve central management by NAIPTA. It would give that authority greater political clout and they would assume all liability risks. Indirect administrative costs, such as his salary, would be allocated proportionally among the members. Autonomy in operation decisions would remain with each bus system which would not be pressured to make changes. In any case, the Board of Directors included a member from each agency who would work in conjunction with an advisory committee of Cottonwood city staff members to monitor the city's interests.

Working together had already shown benefits with the reduction of on-call services for those who did not absolutely require it, increased ridership on expanded fixed bus routes, added

service to Sedona, and Saturday service.

The city had run the CAT service and acquired a good reputation doing so for the past 20 years and had absorbed all costs. Besides direct operating costs it had covered information technology, human resources, legal services, and risk management. These would be covered by NAIPTA after any merger, with costs allocated back to the city in a manner thought affordable to the city.

Council Member Norman, who represented Cottonwood on NAIPTA's Board of Directors, expressed her support for the proposed changes, as did CAT Manager Ms. Scott.

Council Member Elinski asked what the costs would actually be to the city.

Mr. Mielbeck stated there would be no additional costs to the city if one considered all the services provided that were absorbed by other departments. He would prepare a cost analysis and present it at a future meeting with the Council. There was no request for a final commitment from the Council on this proposal at this time.

Council Member Kirby asked if ultimately the goal was to create an integrated public transportation system that would include Prescott.

Mr. Mielbeck stated that would be up to the Board of Directors. Prescott and the Grand Canyon were obviously areas to expand service to in the future.

Council Member Kirby asked if service between Sedona and Flagstaff would be instituted.

Mr. Mielbeck stated not at this time, but future van service was being considered as a start some time in the future.

Ms. Scott stated that ridership growth had demonstrated that if services were provided people would use it. Also, employees should have no problems making the transition when the time came to do so.

Council Member Norman noted that the transition of current NAIPTA staff members from their former positions with other authorities and agencies was accomplished smoothly and efficiently. There was no reason to think CAT staff would experience anything different.

Mr. Bartosh stated he had been asked by Mayor Joens to express her concern with the loss of control by the city. He further stated that Council Member Norman did serve on NAIPTA's Board and the city had good working relations with Mr. Mielbeck who had greater expertise in these matters than city staff.

The Council's consensus was to go ahead with the concept and have Mr. Mielbeck return before the Council with a cost analysis and proposed intergovernmental agreement for the merger.

ADJOURNMENT

Council Member Smith moved to adjourn. Council Member Kirby seconded the motion, which carried unanimously. The work session adjourned at 6:53 p.m.

Terence Pratt, Council Member/Acting Chair

Richard Smith, Deputy Clerk

CERTIFICATION OF MINUTES

I hereby certify that the attached is a true and correct copy of the minutes of a work session of the City Council of the City of Cottonwood held on December 8, 2009. I further certify that the meeting was duly called, and that a quorum was present.

Richard Smith, Deputy Clerk

Date